

Accounting and Administrative Specialist

The Accounting and Administrative Specialist for Avon-Washington Township Public Library works behind the scenes to provide critical clerical and bookkeeping support.

Responsibilities include:

- Assisting the Business Manager with the preparation of check runs and payroll, reconciling and making daily bank deposits, and other general support for bookkeeping tasks including reporting and filing.
- Assisting with Human Resource responsibilities and filing.
- Serving as the receptionist for the Administration Department.
- Sorting and delivering mail.
- Preparing correspondence for the Library Director and Finance Office.
- Preparing the packet for the monthly Board of Trustees meeting and assisting with all paperwork related to the Board of Trustees' appointments, resolutions, and other board-related activities.
- Compiling and distributing the weekly staff schedule.
- Coordinating display case schedules.
- Managing conference room reservations.
- Organizing and stocking vending machines.
- Scheduling preventive maintenance and acute repair of office and building equipment.
- Participating in library-wide committees.
- Working a three-hour Sunday shift one to two times per quarter.

Work Environment:

- The Avon-Washington Township Public Library averages 320-plus visitors per day. There is consistent ambient noise throughout the library.
- The Administrative Assistant should be able to lift occasional packages up to 35 pounds, move rolling bookshelves, carts, and office furniture, as well as access files and coin receptacles that may be on the floor or above shoulder level.
- This is an in-office position with little to no opportunity to work remotely.
- Reasonable accommodations will be considered for all job functions.

Necessary Skills:

- Ideal candidates will have an Associates Degree or higher (or equivalent related work experience) in accounting, business, or related field.
- Basic knowledge of Microsoft Office, including Word, Excel, and Outlook is required. Special consideration will be given to applicants with advanced proficiency in Microsoft Office.
- Strong oral and written communication skills, including the ability to edit and proofread documents.
- Ability to prioritize and manage task lists and adapt to changes in deadline and/or importance as required.

Pay Range: \$16-18/hour (Library Specialist III)

Estimated Schedule: 28 hours/week

Benefits: There is no health insurance, retirement benefit, or paid leave associated with this position.